Spring 2015 M-STEP Scratch Paper Policy

ONLINE TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For students in grades 6-8 and 11, **blank** graph paper, which can serve as the scratch paper, is required and was provided in the online initial material order. The grades 3-5 tests do not include items that require graphing. Additional graph paper can be downloaded from the M-STEP website (www.michigan.gov/mstep).

  For grades 3-5 scratch paper must be **blank** ruled, unruled, or, optionally, graph paper. Grades 6-8 and 11 must be **blank** graph paper.

  Used scratch or graph paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper, including used graph paper, must be collected and securely stored until it can be returned with used test tickets to the building test coordinator for shredding. Fresh scratch/graph paper should be distributed when students resume testing. Individual students released for a short restroom break may have their scratch/graph paper returned to them if it is clearly identified with their name and stored securely while he or she is out of the testing room.

ONLINE TESTERS: ENGLISH LANGUAGE ARTS

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.

  Used scratch paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper must be collected and securely stored until it can be returned with used test tickets to the building test coordinator for shredding. Fresh scratch paper should be distributed when students resume testing. Individual students released for a short restroom break may have their scratch paper returned to them if it is clearly identified with their name and stored securely while he or she is out of the testing room.

  Note: The ELA Performance Task has two Parts. Students may choose to take notes while reviewing the Performance Task source material, however, **notes cannot be carried over from Part 1 to Part 2**.

ONLINE TESTERS: SCIENCE AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.

Used scratch paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper must be collected and securely stored until it can be returned with used test tickets to the building test coordinator for shredding. Fresh scratch paper should be distributed when students resume testing. Individual students released for a short restroom break may have their scratch paper returned to them if it is clearly identified with their name and stored securely while he or she is out of the testing room.

PAPER/PENCIL TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be **blank** ruled, unruled, or, optionally, graph paper. Grades 6-8 and 11 may be provided **blank** graph paper in place of **blank** ruled or unruled paper, however students may use the graphs in their test booklets to solve problems. If graph paper is provided it can be downloaded from the M-STEP website (www.michigan.gov/mstep).

  Used scratch or graph paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper, including used graph paper, must be placed inside of the closed test booklet. At the end of testing, the used scratch/paper must be collected and securely stored until it can be returned with the rest of the test materials to the building test coordinator for shredding.

PAPER/PENCIL TESTERS: ENGLISH LANGUAGE ARTS

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.

  Used scratch paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper must be placed inside of the closed test booklet. At the end of testing, the used scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the building test coordinator for shredding.

  Note: The ELA Performance Task has two Parts. Students may choose to take notes while reviewing the Performance Task source material, however, **notes cannot be carried over from Part 1 to Part 2**.

PAPER/PENCIL TESTERS: SCIENCE AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.

  Used scratch paper is considered a **secure** material. Fresh scratch paper must be distributed at the start of testing. When students are provided a break, used scratch paper must be placed inside of the closed test booklet. At the end of testing, the used scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the building test coordinator for shredding.